



State of Connecticut EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC PAYROLL EXAMINER 2

ANNUAL: \$49,005
SALARY: \$63,864

SALARY
GROUP: CL 17

APPLICATION CLOSING
DATE: **APRIL 28, 2016**

EXAM
NO: 160410OCFD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Office of the State Comptroller, Payroll Services Division this class is accountable for independently examining state payrolls and supporting documentation and training agency payroll staff on payroll issues.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **APRIL 28, 2016**.

GENERAL EXPERIENCE: Four years of experience in complex clerical work involving bookkeeping, accounts payable, accounts examining or finance. **NOTE:** For state employees experience in complex clerical work is interpreted at the level of Financial Clerk.

SPECIAL EXPERIENCE: One year of the General Experience must have involved payroll review at the level of Payroll Examiner 1.

SUBSTITUTION ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of two years. (2) Two years of experience as a Payroll Clerk may be substituted for the General and Special Experience.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of payroll accounting principles, practices and procedures; considerable skill in performing arithmetical computations; considerable oral and written communication skills; interpersonal skills; ability to analyze payroll deductions or other financial data; ability to read, understand and apply statutes and regulations; ability to operate office equipment including personal computer, computer terminals or other electronic equipment.

THE EXAMINATION WILL BE COMPOSED OF:

<u>PART</u>	<u>WEIGHT</u>
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS. Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by APRIL 28, 2016.** Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (**Secure Fax #860-622-2875**). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by MAY 26, 2016. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms ([CT-HR-12](#)) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

7255

April 8, 2016

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.